

1.Job Title: Administration Executive – Chennai (Male)

Company: Omkar Staffing Solutions

Industry: Engineering & Construction

Location: Nungambakkam, Chennai

Experience: 2 - 7 Years

Salary: ₹30,000 - ₹35,000 per month

Job Type: In-office, 6 days working (Sunday holiday)

Key Responsibilities:

- Office administration & coordination
- Back-office operations & office management
- Travel & logistics arrangements

Requirements:

- Immediate to 15-day joiner
- Two-wheeler is a must

Contact: Gayathri HR –  7824044888  hr@omkarstaffing.com

2.Job Title: Senior Recruiter (Male)

Company: Vilwaa Tech Enablers

Industry: Analytics / KPO / Research

Location: Chennai

Experience: 3 - 8 Years

Salary: ₹3.5 - ₹5 LPA

Job Type: In-office

Key Responsibilities:

- Bulk hiring, mass recruitment & volume hiring
- Campus hiring & talent acquisition

Requirements:

- Mandatory experience in bulk/mass hiring

 **Apply Now:** Send your CV via WhatsApp – 7845170443

 Email: hr@vilwaatechenablers.com

3.Job Title: Executive - HR

Company: Computer Age Management Services (CAMS)

Industry: Financial Services


Location: Chennai

Experience: 1 - 3 Years

Job Type: In-office

Key Responsibilities:

- Attendance management & payroll administration
- Maintain accurate records & resolve discrepancies
- Process payroll, statutory deductions & coordinate with finance
- Handle HRMS functions & employee queries

 **Walk-in Interview:** 19th - 20th Feb, 9:30 AM - 1:00 PM

 **Venue:** Rayala Towers, Tower 1, Ground Floor, 158, Anna Salai, Chennai - 600002

 **Apply:** swetha.n@camsonline.com

4.Job Title: HR Officer

Company: Jeppiaar Furnace and Steels Pvt. Ltd.

Industry: Manufacturing & Steel

Location: Oragadam, Tamil Nadu

Experience: 0 - 5 Years

Job Type: In-office

Key Responsibilities:

- Attendance, payroll & leave records management
- PF, ESI, gratuity & compliance handling
- Recruitment, personnel file & data management

- Contractor & factory license administration
- Employee grievances & industrial dispute management

 **Apply Now:** Send your CV to hr@jeppiaarsteels.com

5.Job Title: Benefit Admin – Urgent Opening

Company: Peoplefy Infosolutions

Industry: HR & Payroll Services


Location: Gummidipoondi, Chennai

Experience: 3 - 8 Years

Job Type: In-office

Key Responsibilities:

- Employee benefits & payroll administration
- Manage ESI, PF, LWF, PT compliance
- Handle employee onboarding & exit formalities
- Maintain HR records in Oracle, SAP, Workday

 **Apply Now:** Send your CV to gavatri.pat@peoplefy.com

6.Job Title: Non-IT Recruiter – HR Consulting Firm

Company: AV Global Advisory Services

Industry: HR Consulting

Location: Avadi, Chennai

Experience: 3 Months - 5 Years

Salary: ₹1.5 - 3 LPA

Job Type: In-office (No Work from Home)

Key Responsibilities:

- Handle end-to-end Non-IT recruitment
- Source, screen & shortlist candidates
- Coordinate interviews & client communication

- Maintain recruitment databases

 **Apply Now:** Send your CV to anandhi@avglobaladvisory.com

7.Job Title: Team Lead / Asst. Manager / Manager – Non-IT Recruitments

Company: AV Global Advisory Services

Industry: HR Consulting

Location: Avadi, Chennai

Experience: 4 - 6 Years (Preferably in BFSI / Non-IT / Manufacturing Recruitment)

Salary: ₹2 - 4 LPA

Job Type: In-office (No Work from Home)

Key Responsibilities:

- Lead & manage Non-IT recruitment processes
- Handle client interactions & team coordination
- Drive hiring strategies & ensure target fulfillment

 **Apply Now:** Send your CV to anandhi@avglobaladvisory.com

8.Job Title: Senior Manager – IT Recruitment

Company: AV Global Advisory Services

Industry: HR Consulting

Location: Avadi, Chennai

Experience: 5 - 8 Years (Strong IT Recruitment Experience from a Consultancy)

Salary: ₹3 - 4 LPA

Job Type: In-office (No Work from Home)

Key Responsibilities:

- Lead IT recruitment operations & ensure target fulfillment
- Manage business development & client relations
- Oversee team performance & delivery

 **Apply Now:** Send your CV to anandhi@avglobaladvisory.com

9.Job Title: HR Recruiter

Company: Crescon Projects

Industry: Construction & Infrastructure

Location: Chennai

Experience: 2 - 4 Years

Salary: ₹1 - 3 LPA

Job Type: In-office

Key Responsibilities:

- Source, screen & interview candidates
- Manage end-to-end recruitment process
- Build & maintain a talent pipeline
- Conduct job fairs & networking events
- Coordinate with hiring managers for role requirements

 **Apply Now:** Send your CV via WhatsApp to **9384063440**

10.Job Title: Recruiter

Company: Tillvaxt HR Solutions

Location: Chennai

Experience: 1 - 6 Years


Salary: ₹2 - 3.5 LPA


Job Type: In-office

Key Responsibilities:

- Source & screen candidates
- Create & manage job listings
- Schedule & coordinate interviews
- Collaborate with hiring managers
- Handle end-to-end recruitment process

- Utilize job portals for candidate search

 **Apply Now:** Send your CV to **Thirunavukkarasu Esakkaippan**

 **Contact:** 9884379700

11.Job Title: Lead - HR_Employee Experience

Company: Sutherland

Location: Chennai, Kochi

Experience: 3 - 8 Years

Job Type: In-office

Key Responsibilities:

- Design and implement innovative onboarding programs
- Enhance new hire experience (0-90 days)
- Conduct pre-hire orientation programs
- Analyze data to improve employee experience (EX)
- Develop and monitor exit interviews and retention projects
- Collaborate with Talent Acquisition and hiring managers

Email: sweta.singh@sutherlandglobal.com

12.Job Title: US IT Recruiter

Company: Lorven Technologies

Location: Chennai, TN

Experience: 2 - 5 Years

Job Type: Work from Office

Key Responsibilities:

- Strong knowledge of US Tax Terms and Visas
- Excellent verbal and written communication skills
- Comfortable working night shifts (7:30 p.m. IST to 4:30 a.m. IST)

Interested candidates: Share your profiles to **Rajendra**

 **Email:** rajendra@lorventech.com

13.Job Title: HR Officer

Company: DMart

Location: Chennai (Moulivakkam)

Experience: 2 - 5 Years

Salary: 2 - 3.5 Lacs P.A.

Job Type: Full-time

Key Responsibilities:

- Recruitment of third-party resources
- New employee onboarding and orientation
- Attendance and time office management
- Employee query and grievance handling
- Assist with payroll processing
- Monitor employee morale and company culture
- Conduct exit interviews and recommend corrective actions

Education & Experience:

- MBA/Diploma in HR
- 2+ years of experience
- Knowledge in compliance, payroll, and Microsoft Office

Interested candidates:

 **Email:** tejaswini.mungara@dmartindia.com

14.Job Title: HR Compliance Executive

Company: Aparajitha Corporate Services

Location: Chennai (Kodambakkam, Perungudi, Sriperumbudur)

Experience: 1 - 3 Years

Salary: 2 - 3 Lacs P.A.

Job Type: Full-time

Key Responsibilities:

- Expertise in CLRA, PF & ESI Act, HR compliance audit, and payroll processes
- Assist clients with queries, inspections, and handling objections
- Manage employee onboarding and exit processes

- Maintain attendance and payroll records
- Proficiency in MIS and MS Office


Preferred Traits:

- Proactive, attention to detail, and good communication skills
- Ability to handle multiple tasks in a dynamic environment

Education & Experience:

- Experience in HR compliance and related acts

Interested candidates:

 **Email:** azra@aparajitha.com

 **Contact Number:** 8072145044

15.Job Title: Senior Human Resource Generalist

Company: Good Roots Kitchen Ware (The Indus Valley)

Location: Chennai (Perungudi)

Experience: 2 - 5 Years

Job Type: Full-time

Key Responsibilities:

- Lead end-to-end recruitment, sourcing, screening, and onboarding
- Oversee payroll processing and compliance with Indian labor laws
- Maintain employee records and manage documentation for audits
- Address employee payroll queries and improve payroll procedures
- Collaborate with vendors and manage vendor performance
- Proactively enhance HR processes for efficiency

Qualifications:

- Bachelor's in HR or related field
- Proven experience in Indian payroll processes and statutory compliance
- Strong communication and analytical skills

Interested candidates:  **Email:** hr@theindusvalley.in

 **Contact Number:** 6382971457

16.Job Title: Administration Officer (Male)

Company: Steps N Storeyz

Location: Siruseri, Chennai, Tamil Nadu

Experience: Minimum 1 year

Salary: ₹20,000 - ₹25,000 per month

Job Type: Full-time

Job Responsibilities:

- Manage executive team schedules and appointments
- Handle communication (calls, emails, letters)
- Support HR, finance, and marketing teams
- Prepare reports, presentations, and documents
- Manage office supplies and maintain equipment
- Plan and coordinate events, meetings, and conferences
- Oversee filing systems and onboarding of new employees
- Provide administrative support to staff and MD residence

Contact: 8637425983

17.Job Title: Front Office Cum Admin (Female Only)

Company: JEANUVS

Location: Guindy, Chennai, Tamil Nadu

Experience: 2-12 years


Salary: ₹15,000 - ₹20,000 per month

Job Type: Full-time, Permanent

Job Responsibilities:

- Manage day-to-day administrative tasks
- Front office coordination
- Vendor and stationery management
- Oversee housekeeping management
- Handle travel arrangements (ticket booking)
- Good communication skills in English

Contact:

 **Phone:** 89250 79994

 **Email:** hrrecruit@jeanuv.com

18.Job Title: Office Manager

Company: ASM Spinning Mills

Location: Tiruppur, Tamil Nadu

Experience: 3-5 years

Salary: From ₹30,000 per month

Job Type: Full-time, Permanent

Schedule: Day shift

Key Responsibilities:

- Manage day-to-day office operations and staff coordination
- Oversee attendance, payroll, and HR-related tasks
- Handle inventory management for office supplies and mill materials
- Assist with budgeting, financial documentation, and invoice processing
- Maintain customer and vendor relationships
- Ensure health & safety compliance and facility management

Benefits:

- Cell phone reimbursement
- Food provided
- Paid time off
- Provident Fund

Contact: +91 9150036129

19.Job Title: Office Administrator

Company: StepsNStoreyz Housing Pvt Limited

Location: Siruseri, Chennai, Tamil Nadu

Experience: Minimum 1 year

Salary: ₹20,000 - ₹23,000 per month

Job Type: Full-time

Schedule: Day shift

Key Responsibilities:

- Manage executive schedules and appointments
- Handle communication (phone, emails, letters)
- Support teams (HR, finance, marketing)
- Prepare and edit documents and presentations
- Manage office supplies, equipment, and restocking
- Plan events, meetings, and conferences

- Maintain office equipment
- Support hiring and onboarding
- Manage filing systems and welcome visitors

Email: hr.prajeethsns@gmail.com

20.Job Title: Assistant Manager - Administration

Company: Meenakshi (India) Ltd

Location: Dindigul, Tamil Nadu

Experience: Retired or VRS (Voluntary Retirement Scheme) Bank Employee preferred with experience in administration and compliance

Salary: From ₹30,000 per year

Job Type: Full-time

Schedule: Day shift

Job Description:

Looking for a retired or VRS bank employee to assist with general operations, administration, and compliance tasks. The ideal candidate will actively support business processes.

Email: hrd@milgroup.in

21.Job Title: Admin Executive

Company: Guide Technology

Location: Sholinganallur, Chennai, Tamil Nadu

Experience: 2-3 years in End to End Office Administration

Salary: ₹15,000 - ₹20,000 per month

Job Type: Full-time, Permanent

Schedule: Day shift

Job Description:

Looking for a Junior Admin Executive (Male preferred) with 2-3 years of experience in office administration. The candidate should be ready to join immediately or within 7 days.

Contact: 8525879110

22.Job Title: US IT Recruiter

Company: MS Techfort

Location: Valasaravakkam, Chennai, Tamil Nadu

Experience: 1 year (Preferred)

Salary: ₹9,605.75 - ₹25,000 per month

Job Type: Full-time, Permanent, Fresher

Schedule: US shift, Night shift, Evening shift

Job Description:

Looking for a skilled US IT Recruiter to source, screen, and place IT professionals for technical roles. Responsibilities include sourcing candidates, conducting interviews, collaborating with hiring managers, and managing onboarding.

Contact: 8925811771 (Monica)

23.Job Title: Senior HR Executive (Tirupur) - Only Male Candidates

Company: Pongalur Sri Annapooranis Foods Pvt Ltd

Location: Coimbatore, Tamil Nadu

Experience: 5 years in HR-related activities

Salary: ₹20,000 - ₹30,000 per month

Job Type: Full-time, Permanent

Schedule: Day shift, Fixed shift

Job Description:

Pongalur Sri Annapooranis Foods Pvt Ltd seeks an HR Executive to manage recruitment, training & development, employee performance appraisals, and grievance handling. The role includes overseeing HR operations and collaborating with top management.

Contact: 9585191960 / 9842291960

24.Job Title: HR Manager – Automobile Industry

Company: SK Motors (SRI SK Honda)

Location: Thiruverambur, Tiruchchirappalli, Tamil Nadu

Experience: 1 year in HR and Payroll (Preferred)

Salary: ₹22,000 - ₹35,000 per month

Job Type: Full-time

Schedule: Day shift

Job Description:

SK Motors seeks an HR Manager to oversee recruitment, employee relations, performance management, training, payroll, and compliance. The role also includes supporting leadership in organizational development and change management.

Contact:

 **Email:** skhondamotors@gmail.com

 **WhatsApp:** 7200008489

25.Job Title: Human Resources Intern

Company: Richness Creator

Location: Coimbatore, Tamil Nadu, India

Experience: HR certification or relevant degree in Human Resources (Preferred)

Salary: Stipend based on performance

Job Type: Full-time, On-site

Job Description:

Richness Creator is hiring a Human Resources Intern to assist with HR management, develop HR policies, manage employee benefits, and handle personnel management tasks. The ideal candidate will have strong organizational, time management, and communication skills, with knowledge of labor laws and HR processes.

Contact: 9344848952

26.Job Title: Freelance Recruiter

Company: Angel and Genie

Location: Remote (Work from anywhere in India)

Experience: Min 1 year in Recruitment (Both IT and Non-IT preferred)

Salary: Commission-based / Incentive-based

Job Description:

Angel and Genie is hiring Freelance Recruiters to handle mid and senior management recruitment for IT and Non-IT roles. Ideal candidates should have experience in sourcing candidates, headhunting, and interacting with clients and HR. Must be self-motivated, professional, and capable of working independently with a minimum of 5-6 hours daily.

Contact: 7406622223

27.Job Title: Non IT Recruiter (Only Female Candidates)

Company: Talenthub HR

Location: Guindy, Chennai


Experience: 6 months to 2 years (preferably in Non-IT recruitment or US healthcare)

Job Description:

Talenthub HR is looking for a Non IT Recruiter (female candidates only) with at least 6 months of experience in bulk/non-IT recruitment. Experience in US healthcare recruitment or healthcare consultancy is a plus. The recruiter will be responsible for placing the right candidates and managing bulk hiring processes.

Contact:

 **Beulah HR:** 7305179555

 **Saranya:** 7358789001

28.Job Title: Business HR

Company: GoExpertz Business Transformation Services Pvt Ltd

Location: Madurai, Tamil Nadu

Experience: 3+ years in HR domain

Salary: ₹30,000 per month

Education: MBA (HR) or MSW (HR)

Gender Preference: Male candidates

Age: 25 - 35 years

Travel Requirement: Willing to travel within Tamil Nadu

Job Description:

GoExpertz is hiring a Business HR to create and implement HR policies, manage employee attendance, prepare MIS reports, evaluate performance, organize employee engagement activities, and support training & development initiatives.

Contact: 95973 74012

